

Homeless and Housing Services

Proposer's Conference
October 28, 2021

RFQ TIMELINE

DATE	ACTIVITY	CONTACT/ PHONE	LOCATION
Monday, October 18, 2021 10:00AM	RFQ released	Kim Mack Veronica Thorley	ha.saccounty.net
Wednesday, October 27, 2021 5:00PM	Reservations for Proposer's Conference	Kim Mack Veronica Thorley	DHA-RFP- Reservations@saccounty.net
Thursday, October 28, 2021 1:00PM	Proposer's Conference	Kim Mack Veronica Thorley Susan Lal Angel Uhercik	Virtually via Zoom and in person.
Wednesday, November 24, 2021 3:00PM	Initial date and time to submit qualifications packets	Kim Mack Veronica Thorley	1825 Bell Street, Suite 200 Sacramento, CA 95825
Wednesday, December 15, 2021 5:00PM	Notice of Proposer's acceptance to pool and for what Service Category(s) posted at DHA.net	Kim Mack Veronica Thorley	ha.saccounty.net

CONTINUOUS FILING & DUE DATES

This RFQ is continuous filing which means you can apply at any time but you must file by the initial due date or the quarterly cutoff dates to be considered for award in the following quarter.

The initial due date is November 24, 2021, you may turn in a proposal at any time. Then to be considered for an award in a following quarter your proposal will need to be received by DHA in the same manner as described for the initial due date on the following cutoff dates.

First Quarter Cutoff Date (2022 & 2023)	March 31 st
Second Quarter Cutoff Date (2022 & 2023)	June 30 th
Third Quarter Cutoff Date (2022 & 2023)	September 30 th
Fourth Quarter Cutoff Date (2022 & 2023)	December 31 st

Should the cutoff date fall on a weekend or holiday, proposals are due the following business day by 3pm.

NOTICE OF PROPOSAL ACCEPTANCE

- ▶ A County review and selection process will determine whether a proposal meets qualifications and service requirements. No Proposer shall have any legal or equitable right or obligation to enter into a contract or to perform the work as a result of being deemed qualified. **This is not a promise of minimum usage but one that Proposers who meet outlined qualifications will be placed in a pool and considered for future funding opportunities.**
- ▶ As funding allows, DHA intends to enter into one or more “as needed” contracts to provide the programs and/or services outlined in the RFQ.
- ▶ Initial notice that your Proposal has been accepted into the pool is:
Wednesday, December 15, 2021

Background

In recent years, new funding has become available from a variety of sources, including one-time funding allocations from federal and state governmental agencies to help cities and counties reduce unsheltered homelessness.

This RFQ will create a list of qualified candidates who can implement, operate and administer homeless and housing service programs and increase DHA's ability to respond quickly to current homelessness and housing needs.

Provider Qualifications

This RFQ is open to non-profit agencies, community agencies and for-profit businesses that can design, implement and deliver services to Sacramento County residents experiencing homelessness or who are at risk of homelessness.

Proposers must demonstrate the organization capacity, financial stability, and experience of their agency and staff to deliver the program and/or service(s) described within the applicable Service Category.

Overview

The projects described in this RFQ are divided into Service Categories. Proposers may apply for one or more of these Service Categories by submitting a plan highlighting their qualifications, defining the services to be delivered, budget and experience in delivering the specified service(s) below:

- **Category #1: Emergency Shelter/Respite – Long–Term/Short–Term**
- **Category #2: Outreach and Rehousing Navigation**
- **Category #3: Flexible Housing Funds**
- **Category #4: Sanitation/Hygiene Services**
- **Category #5: Food Service**

Category #1

Emergency Shelter

DHA is seeking qualified agencies to provide long-term and/or short-term shelter and supportive services to persons experiencing homelessness through the development of new sheltering programs.

Programs include, but are not limited to: sanctioned encampments sites, safe parking lots, motel sheltering, scattered site shelter, short-term emergency shelter facilities or other sheltering models.

A. Emergency Shelter – Long Term

Module 1. Long–Term Site – Provide a safe and sanitary facility or land for sheltering purposes that meets all County requirements and in accordance with County codes pertaining to sheltering: Large or small facilities, private residences to be used for scattered sites, tiny homes, parking lots or sanctioned encampment sites.

Module 2. Long–Term Shelter Services – Provide 24–hour staffing, support services and case management for all shelter participants.

B. Emergency Shelter – Short Term

Provide short term shelter and supportive services to persons experiencing homelessness during extreme weather events, seasonal highs and lows, or other unforeseen circumstances.

Category #2

Outreach & Rehousing Navigation

Provide outreach and rehousing navigation services to persons experiencing homelessness along the American River Parkway and within the unincorporated County.

Provide rehousing navigational support for County funded shelters to maximize housing outcomes and flow within emergency shelter system.

Category #3

Flexible Housing Funds (FHF)

Provide financial assistance to persons residing unsheltered within the County who may be enrolled in County funded navigation services, residing in a County funded sheltering program, or residing in a County funded sanctioned encampment site.

FHF provides one-time and time-limited financial resources that help individuals experiencing homelessness overcome financial barriers to housing.

Category #4

Sanitation/Hygiene Services

Provide sanitation and hygiene services for persons residing unsheltered in the unincorporated county or in a County funded sheltering location such as a Sanctioned Encampment Site or a Safe Parking Lot.

Program components could include all or one of the following:

- Mobile showers
- Mobile laundry trailers
- Port-a-Potties
- Handwashing stations

Category #5

Food Service

Seeking Certified Food Handlers to provide meals for participants of County funded homeless programs and services.

- Site-delivered meals (frozen, chilled, or ready to eat).
 - One (1), two (2) or three (3) meals per person depending on the program or services.
- Ability to respond to special dietary needs and accommodations.
- Track and report the number of meals served and monthly menus.

Objectives and Outcomes

Proposed programs must provide services that promote the health and well-being of unsheltered persons residing in Sacramento County, permanent housing placement, residential stability and/or increased income.

Key metrics will be specific to each Service Category and will be provided in the scope of services for any contract opportunities that become available. Successful Proposers will be expected to accurately track key performance measures, evaluate practices to continuously improve performance, and submit reports and invoices on time.

Packet Content Requirements

- ▶ **RFQ Checklist – Exhibit A**
- ▶ **RFQ Service Categories Check Sheet – Exhibit B**
Must be fully completed and submitted with the proposal. Utilize this check sheet to indicate which Service Category(s) you are applying for in your Proposal.
- ▶ **Narrative**
Provide one (1) narrative for each Service Category for which you are applying.
- ▶ **Proposed Budget – Exhibit C**
Supply one (1) budget for each Service Category for which you are applying.
- ▶ **Insurance Requirements – Exhibit D**
- ▶ **Child Support Ordinance – Exhibit E**
- ▶ **Nondiscrimination Clause/Statement of Compliance – Exhibit F**

▶ **Debarment and Suspension Certification – Exhibit G**

▶ **Nonprofit Status / Articles of Incorporation**

- Nonprofit organizations must provide documentation of tax-exempt status from either the Internal Revenue Service or the Franchise Tax Board.
- A copy of the organization's Articles of Incorporation and an authorization from the governing board allowing submission of the proposal must be included. If an organization is in the process of being incorporated by the California Secretary of State's Office, a proposal may be submitted contingent upon providing proof of the incorporation process, when completed.
- Corporations must complete this process prior to the execution of a contract.

▶ **Proof of Legally Operating Business**

Provide documentation that supports business is operating legally.

▶ **Proof of Signature Authority**

Must provide documentation that the person who signs this proposal is authorized to negotiate on behalf of this corporation and that the signatures recorded are in the true and correct signatures of the designated individuals.

▶ **References**

Include three (3) references from other contracts held.

▶ **DUNS Number**

Proposer MUST possess a valid DUNS (Data Universal Numbering System) number and include it on the provided place on the RFQ checklist.

ADMINISTRATIVE RULES AND REQUIREMENTS

▶ Proposal Submission

- Submitted Proposals must be:
 - Submitted in Legal Entity Name of the Proposer
If the proposal is submitted by a corporation, the proposal must be signed by a corporate officer or a representative authorized by the organization. If such authorization is other than a corporate document, a copy of such authorization must be submitted to DHA with the proposal
 - Stapled in upper left corner
If too large, secured by whatever means possible
 - Submitted in order specified on the RFQ Checklist (Exhibit A)

- One (1) narrative and budget (Exhibit C) per Service Category applying for along with one (1) each of all other required exhibits and documentation.
- If submitting in person, Proposal must be submitted in a sealed envelope or box
 - Proposer's name and address clearly visible
 - Plainly marked – “SEALED BID – RFQ 2022–006 Homeless and Housing Services.”
 - Unsealed proposals will not be accepted
- If any information contained in the response is considered confidential or proprietary by the Proposer, it must be clearly labeled as such and presented in a sealed envelope within the Proposer's sealed response package. In order to assert the confidentiality of any such information if a Public Records Act is received, the Proposer must request, execute and submit a County-prepared written agreement to defend and indemnify the County for any liability, costs and expenses incurred in asserting such confidentiality as part of the proposal. The agreement is available upon request and must be submitted with the proposal.

EMAIL SUBMISSIONS

▶ Email Submissions

- Email submissions WILL be accepted for this RFQ.
- Email to DHA-RFP-Reservations@saccounty.net by the due date for consideration.
- PDF format for attachment is preferred.
- Proposal attachment can be no larger than 25mb.
- You will receive an automated message of receipt. This will serve as your date and time receipt.
- If your email is rejected you are still responsible to turn proposal in, in person by date and time due.

INITIAL PROPOSAL DUE DATE

- ▶ Proposals are due by Wednesday, November 24, 2021 by 3:00 p.m.
- ▶ Location :
 - 1825 Bell Street, Suite 200, Sacramento, CA 95825
 - Proposal Submitted to:
 - Contracts Manager
 - Submitted by Mail, In Person or Email (refer to prior slide)
 - Post Marks will not be accepted
- ▶ Late proposals will not be forwarded for review.
- ▶ DHA will reject any proposal not meeting RFQ requirements.

Questions

